



PART-TIME BUS OPERATORS

Work Schedule

Each part-time bus operator, in order of seniority, selects his or her work schedule three times a year. Seniority is determined by the starting date of each operator. These “Run Picks” occur in January, May and August. Though hours for part-time bus operators are not guaranteed, normally, the run picks for part-time bus operators are at or near 20 hours per week. All run picks are varied and include a combination of early morning and late evening hours. There is no set schedule. It may be impossible to hold down another part-time position while employed as a Part-Time Bus Operator. According to the Union contract, part-time operators cannot be **assigned** more than 20 hours per week. However, more hours may be available.

Additional Hours

Additional hours become available to part-time bus operators as other operators use their benefits to take time off. These hours are offered by seniority. The most senior full-time operator available to work the hours will be given the first opportunity to work the shift, and if the operator declines, then the next senior, available operator is contacted. The process will continue down the seniority list.

If there are no operators who elect to work the available hours, then the hours will be **assigned** to the least senior operator available to work the shift. This bus operator has then become “drafted” and is **required** to cover the work. Because we employ 24 full-time operators and 6 part-time drivers, many additional hours are available each week, so it is not unusual for part-time operators to consistently work more than 20 hours per week.

Please be aware that Eau Claire Transit's hours of operation are roughly 5:30am to 11:30pm Monday through Friday, and 8:00am – 7:00pm on Saturdays. The shifts for which part-time drivers are most likely to be drafted involve early morning hours, late evening hours and Saturday shifts. Normally, you will be given at least a 24-hour notice when you will be required to work additional hours. However, this may not be the case when a bus operator calls in sick. You must be able to report to work on short notice.

Miscellaneous

When a bus operator is drafted for an open piece of work, they **must** report to work at the specified time. We cannot take into consideration outside work schedules. ***Your position with Eau Claire Transit must be your primary job.*** Again, it is very difficult to hold down another position when you are employed with Eau Claire Transit, but please keep in mind that our part-time operators do receive pro-rated benefits, including health insurance.

If part-timers are qualified and have satisfactory job performances, then full-time bus operator positions are filled by part-time operators, based on seniority. We do have semi-retired operators who choose not to go full-time when they have the opportunity. ***We cannot predict how long it will take a part-time operator to reach full-time status.*** There is little turnover among our full-time bus operators, and we do not foresee any more service expansions at this time, so it could be several years before a part-time employee is promoted to full-time status.

Please be aware that the City has a strict nepotism policy that states, "Relatives closer than second cousins by blood or by marriage will not be employed in the same work group." This means you cannot be related to ***any*** person employed by Eau Claire Transit in order to be considered for a part-time bus operator position.